## DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1231

Page of 1

**DGS** 550-1

Agency Wicomico County Sheriff's Office

Division/Unit Taxi License Division

Item No.	Descrip	Description						
1	Taxi Driver Perm	Taxi Driver Permit Application						
2	Taxi Owner Perm	Retain 3 years, then destroy						
3	Drug Sci	Retain 3 years, then destroy						
4	Certified Copy of D	Retain 3 years, then destroy						
5	Criminal Justice Informatio Chec	Retain 3 years, then destroy						
6	Copy of Driver	Retain 3 years, then destroy						
7	Copy of Vehicle	Copy of Vehicle Registration						
8	Copy of Proof o	Retain 3 years, then destroy						
	pproved by Department, Agency, Representative.	Schedule Authorized by State Archivist						
Date Signature	Much of Jews	Date 11 - 5						
Гуреd Nam Гitle	e _Michael A. Lewis_ Sheriff	Signature juRa	L					

					AGENCY RECORDS INVENTORY		
Instructions – Type or Print a separate form for	DEPARTMEN			And the first of	AGENOT RESONDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS		d, P.O. Box				
With Records Retention Schedule (DGS 550-1)		sup, Maryla		213	PAGE1 OF8		
*	0033	410-799-19					
Department/Agency	2. Division				3. Unit		
Wicomico County Sheriff's Office							
401 Naylor Mill Road Salisbury, MD 21801	Taxi License						
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records norma	nd used as	a unit for r	eference as well as retention and disposition			
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13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Road Salisbury, MD 21801 Room 63		1	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		1	16. Audit Requirements				
x Yes No Applicable Wicomico County Sheriff's Office	e Policy and						
Procedures, Wicomico County Policy and Procedures			x None	State F	ederal Independent		
17. Is an Index System used? If yes, explain briefly and describe re	equirements	1	18. Recom	mended R	etention		
x Yes No Are Filed by Alphabetical Order							
			Retain thre	e years the	en destroy		
19. Name and Title of Preparer	1	Telephone	Number	21. Date			
Deborah A. Brannan	410-	-548-4891		01/10/20	13		
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Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)   DEPARTMENT OF GENERAL SERVICES   RECORDS MANAGEMENT DIVISION   7275 Waterloo Road, P.O. Box 275   Jessup, Maryland 20794   410-799-1930   3. Unit     Unit	Leater estimate. Type or Brint a congrete form for	DEDARTMENT OF OFMEDALOR			AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)  7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930  1. Department/Agency Wicomico County Sheriff's Office 401 Naylor Mill Road Salisbury, MD 21801  Taxi License  DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.  4. Record Series Title Taxi Owner Permit Application  5. Earliest Year/Latest Year2007 to _2012_  6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  This is used to gather information to used in the making and issuing of a taxi Owner Permit  7. Record Series Format(s) List all x Letter Size   Microfilm   Micro	Instructions –Type or Print a separate form for						
Jessup, Maryland 20794  410-799-1930  1. Department/Agency  Wicomico County Sheriff's Office  401 Naylor Mill Road Salisbury, MD 21801  DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.  4. Record Series Title  Taxi Owner Permit Application  5. Earliest Year/Latest Year 2007 to _2012_  6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  This is used to gather information to used in the making and issuing of a taxi Owner Permit  7. Record Series Format(s) List all  x Letter Size   Microfilm   Microfilm   Mumber   Mumber   Microfilm							
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401 Naylor Mill Road Salisbury, MD 21801 Room 63	401 Naylor Mill Road Salisbury, MD 21801 Room 63		Yes	☐ Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  16. Audit Requirements	15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Red	16. Audit Requirements			
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Procedures, Wicomico County Policy and Procedures X None State Federal Independent	Procedures, Wicomico County Policy and Procedures		x None [	x None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements  18. Recommended Retention	17. Is an Index System used? If yes, explain briefly and describe re	equirements	18. Recor	18. Recommended Retention			
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Retain three years then destroy			Retain thre	e years the	en destroy		
19. Name and Title of Preparer 20. Telephone Number 21. Date	19. Name and Title of Preparer	20. Te	elephone Number	21. Date			
Deborah A. Brannan 410-548-4891 01/10/2013							

To a District form for	DEDAG	TAKENT OF (	CENEDAL SE	DVICES	AGENCY RECORDS INVENTORY		
Instructions – Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SE						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box						
	Jessup, Maryland 20794				PAGE3 OF8		
	410-799-1930						
1. Department/Agency	2. Division				3. Unit		
Wicomico County Sheriff's Office 401 Naylor Mill Road Salisbury, MD 21801	Taviliaansa						
401 Naylor Willi Road Salisbury, Wib 21001	Taxi License						
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as	a unit for r	eference as well as retention and disposition		
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series.)							
To find if the driver has been using illegal drugs					F .		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
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401 Naylor Mill Road Salisbury, MD 21801 Room 63			☐ Yes × No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
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Procedures, Wicomico County Policy and Procedures			X Notice State Precent Interpretation				
17. Is an Index System used? If yes, explain briefly and describe re		18. Recommended Retention					
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Deborah A. Brannan		410-548-48	91	01/10/20	13		

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Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SEF						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box						
Will Necolds Neterition Schedule (BSS 335-1)	Jessup, Maryland 20794			210	PAGE4 OF8		
	410-799-1930						
Department/Agency	2. Division				3. Unit		
Wicomico County Sheriff's Office							
401 Naylor Mill Road Salisbury, MD 21801	Taxi License						
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DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and dispositi purposes.							
4. Record Series Title				5. Earlie	st Year/Latest Year		
Certified copy of driving record				2007_ to _2012_			
6. Record Series Description (Briefly describe the	types of in	formation/doo	cuments/forms	found in the	ne series. Include the purpose or function of the		
series.)							
To find out the applicants driving history they are n	ot permitte	ed to have mo	ore than 8 poil	nts			
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Current Location(s) (Bldg., Floor, Room)     Naylor Mill Road Salisbury, MD 21801 Room 63			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  \[ \sum \text{Yes}  \text{X} \text{No} \]				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  X Yes No Applicable Wicomico County Sheriff's Offic	e Policy and		16. Audit Requirements				
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17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recommended Retention				
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19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Deborah A. Brannan		410-548-48		01/10/20			

To a Control of the C	DEDAR	TAKENT OF	CENEDAL CE	DVICES	AGENCY RECORDS INVENTORY		
Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SER						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box						
	Jessup, Maryland 20794				PAGE5 OF8		
	410-799-1930				0.11=1		
Department/Agency     Wisomics County Shoriff's Office	2. Division				3. Unit		
Wicomico County Sheriff's Office 401 Naylor Mill Road Salisbury, MD 21801	Taxi License						
401 Naylor Mill Noad Gallsbury, MD 21001	Taxi Lioc	,1130					
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	d and used as	a unit for r	eference as well as retention and disposition			
4. Record Series Title		5. Earliest Year/Latest Year					
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series.)	ypes or ini	ormation/doc	uments/forms	s lourid in ti	ie series. Include the purpose of function of the		
To find out the applicant has a criminal history					-		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
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13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplicat	ed Elsewhere? (If yes, specify agency or office.)		
401 Naylor Mill Road Salisbury, MD 21801 Room 63			☐ Yes	x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
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19. Name and Title of Preparer	T	20. Telepho	ne Number	21. Date			
Deborah A. Brannan		410-548-48		01/10/20	13		

Instructions –Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT O	F GENERAL SE NAGEMENT DIV		AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)		Road, P.O. Box				
		Maryland 20794		PAGE _6 OF8		
		0-799-1930				
1. Department/Agency	2. Division			3. Unit		
Wicomico County Sheriff's Office	Taxi License					
401 Naylor Mill Road Salisbury, MD 21801 Taxi License						
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally f	led and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year			
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7. Record Series Format(s) List all	8. Record S	Series Sequence	9. Volume			
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11. File is Used		12. File Becon	nes Inactive Af	ter		
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13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Road Salisbury, MD 21801 Room 63		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  Yes x No				
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Procedures, Wicomico County Policy and Procedures		x None	x None			
17. Is an Index System used? If yes, explain briefly and describe re	equirements	18. Recom	18. Recommended Retention			
x Yes No Are Filed by Alphabetical Order						
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19. Name and Title of Preparer  Deborah A. Brannan		hone Number 4891	21. Date 01/10/20			
Deborah A. Brannan 410-548-489			511.0/20			

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SEF			RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward			GEMENT DIV			
with Records Retention Schedule (DGS 550-1)			oad, P.O. Box			
351	Jessup, Maryland 20794				PAGE _7 OF8	
	410-799-1930					
Department/Agency	2. Division				3. Unit	
Wicomico County Sheriff's Office						
401 Naylor Mill Road Salisbury, MD 21801	pad Salisbury, MD 21801 Taxi License					
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	and used as	a unit for r	eference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year	
Copy of vehicle Registration			_2007 to _2012_			
6. Record Series Description (Briefly describe the	types of in	formation/doc	cuments/forms	found in the	ne series. Include the purpose or function of the	
series.)						
To be placed in file as proof of vehicle and Vehicle	Identificat	tion Number i	s put on owne	ers permit	1.00	
					2	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
				_4 _	= 1	
x Letter Size Microfilm		x Alphabetical		Number		
Legal Size Computer Tape	Numerical		☐ File Drawer(s) ☐ Microfilm Reel(s)			
Audio Tape Floppy Disk		Chronological		Computer Tape(s)		
	Geographical			x Other (specify)_shelves		
Bound Book Video Tape		Geographic	Jai	10. Annual Accumulation		
Other (specify)		Other (spec	Other (specify)			
				_		
			File Drawer(s)  Microfilm Reel(s)			
				Computer Tape(s)		
				x Other (sp	ecify)_shelves	
11. File is Used			12. File Becom	nes Inactive Aft	er	
_			1	_		
Daily Weekly Monthly x Annua	aliy		Number	M	lonth(s) x Year(s) after expiration if no new permit issued	
13. Current Location(s) (Bldg., Floor, Room)			14 Is Record 5	Series Dunlicat	ed Elsewhere? (If yes, specify agency or office.)	
401 Naylor Mill Road Salisbury, MD 21801 Room 63			Yes x No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
x Yes No Applicable Wicomico County Sheriff's Office Procedures, Wicomico County Policy and Procedures	e Policy and		x None State Federal Independent			
Procedures, VVIcomico County Policy and Procedures			A TOUR COLORED COLOR			
17. Is an Index System used? If yes, explain briefly and describe re	equiremente		10.5			
x Yes No Are Filed by Alphabetical Order	-qui uniditta		18. Recommended Retention			
		Retain thre	e years the	en destroy		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Deborah A. Brannan		410-548-48		01/10/20	13	

DEPARTMENT OF GE RECORDS MANAGE RECO			PAGE8 OF8 and used as a unit for reference as well as retention and disposition  5. Earliest Year/Latest Year2007_ to _2012_				
To be placed in file as proof of Insurance on vehicles							
7. Record Series Format(s) List all		8. Record Serie	s Sequence				
x Letter Size		x Alphabetical		_4 _ Number			
Legal Size			al	File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  X Other (specify)_shelves  10. Annual Accumulation _200  Number  File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  X Other (specify)_shelves			
11. File is Used		12. File Becomes Inactive After1 Number					
13. Current Location(s) (Bldg., Floor, Room) 401 Naylor Mill Road Salisbury, MD 21801 Room 63			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)      Yes				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  x Yes			16. Audit Requirements  X None State Federal Independent  18. Recommended Retention  Retain three years then destroy				
19. Name and Title of Preparer 20. Telephon Deborah A. Brannan 410-548-489			one Number 21. Date				